

# Developmental Disabilities Support Division (DDSD)

## Intake and Eligibility Fact Sheet



### What are the Home and Community-Based Services (HCBS) Waivers?

DDSD provides HCBS waivers, including Developmental Disabilities (DD) and Mi Via, to help individuals with intellectual and developmental disabilities live successfully in their community, become more independent, and reach their personal goals.

#### Who is eligible?

Individuals with intellectual and developmental disabilities who meet the definition of developmental disability in accordance with New Mexico Administrative Code (NMAC) 8.290.400 are eligible for HCBS Waivers. In general, to match the definition of a developmental disability the individual must:

- have an **Intellectual Disability**, onset by age 18 **or**
- a **specific related condition** (Cerebral Palsy, Autistic Disorder, Down Syndrome, Epilepsy) that began prior to age 22, with IQ or adaptive behaviors similar to someone with ID
- **and**
- have significant **limitations in at least 3 areas of major life activity**.

#### How to apply

The first step in the process is to complete the Home & Community Based Waiver Registration Form. You may register by phone with the Intake and Eligibility Bureau or submit the form by mail, by fax or in person at the DDSD Regional Office. The date the registration form is received by DDSD is your Central Registry registration date. The registration date is important because if you are found eligible for HCBS waiver services, you will receive an offer based on that registration date.

After the regional DDSD office receives the registration form, an Eligibility Worker will mail you a packet of information containing a cover letter, an application and blank releases of information. All individuals applying for HCBS waivers have 60 days to return the application packet and supporting documentation. If the packet has not been returned or the Eligibility Worker has not been contacted, a Closure Warning Letter is sent. This letter is notification that your registration will be closed in 30 days if the completed application form has still not been returned or if the Eligibility Worker has not been contacted.

If you are eligible, you will receive a "Yes Match" letter indicating your name is on the wait list for services based on your registration date.

#### Wait List

The wait list is a list of people that have been determined to meet the definition of developmental disability. People are taken off the waiting list by registration date when funding becomes available.

#### Services are available while on the wait list

While you are on the wait list, there may be other services available, including State General Funds (SGF), Centennial Care Community Benefits, and other community resources:

##### 1. State General Funds

State General Funds, or SGF, are a limited amount of services and supports available to individuals who have completed the eligibility process and are on the wait list for services. To find out more information and what services are available, contact your State General Funds Liaison at your regional office.

##### 2. Centennial Care Community Benefits

If you receive Medicaid, you may be eligible for Centennial Care Community Benefits. Contact your Managed Care Organizations (MCO) for more information.

#### Allocations

When funding is made available and your name comes to the top of the wait list, you will be mailed a Letter of Interest and two forms: the Primary Freedom of Choice (Attachment A) and the Refusal Form (Attachment B). The letter will be mailed to the address DDSD has listed in the Central Registry, so it is critical that you contact your Eligibility Worker on a regular basis to ensure your contact information is current. If DDSD does not receive a response to the Letter of Interest within 14 days, a Closure Warning Letter will be mailed. This letter advises you that you must return either the Primary Freedom of Choice or the Refusal Form, or your allocation will be closed.

#### Important Information to Remember

- ✓ Other services are available while on the Wait List
- ✓ Call DDSD regularly to ensure your contact information is current

<b>For more information, contact:</b>	
Metro Regional Office <i>(Bernalillo, Sandoval Torrance and Valencia)</i>	505-841-5552
Northeast Regional Office <i>(Colfax, Harding, Los Alamos, Mora, Rio Arriba, San Miguel, Santa Fe, Taos and Union)</i>	575-758-5934
Northwest Regional Office <i>(Cibola, McKinley and San Juan)</i>	505-863-9937
Southeast Regional Office <i>(Chaves, Curry, De Baca, Eddy, Guadalupe, Lea, Lincoln, Quay, and Roosevelt)</i>	866-895-9138
Southwest Regional Office <i>(Catron, Dona Ana, Grant, Hidalgo, Luna, Otero, Sierra and Socorro)</i>	866-742-5226
<b>Or visit our website at: <a href="https://nmhealth.org/about/ddsd/intake">https://nmhealth.org/about/ddsd/intake</a></b>	